



# Quick Reference for *DRA<sup>®</sup> Online Management System* FAQs

## ➔ Minimum Hardware and System Requirements

- |   |   |
|---|---|
| 1. What kind of computer do I need to run the <i>DRA Online Management System (DRA OMS)</i> ? | <p>Since this an online program, it can be run on any computer that has Internet access.</p> <p>The technical requirements for using the <i>DRA Online Management System</i> are as follows:</p> <p>All computers in participating schools/classrooms must have an Internet connection of 56KB or higher and Internet access using a java-based browser such as Internet Explorer 5.5 or Netscape 4.76 (Windows<sup>®</sup>) or Internet Explorer 5.0 and Netscape 4.06 (Macintosh<sup>®</sup>) or higher.</p> <p>There is no requirement for disk space. This program is entirely done online through Internet access, and all data is stored on the secure Pearson Learning Group site.</p> |
| 2. Can I access <i>DRA Online</i> from home?  | <p>You can access the program from home if your home computer has access to the Internet. If you access the Internet via a dial-up modem, please note that there will be a degradation of access speed to the Pearson Learning Group (PLG) Web site.</p>  |
| 3. Why are users required to give their email address?  | <p>Each user must have a working email address that they check periodically. The initial activation of the user account is done through an email from PLG.</p> <p>The school system must allow the receipt of bulk emails from PLG.</p>   |

## ➔ User Management

- |   |   |
|---|---|
| 4. Why do we need a district/school administrator for <i>DRA OMS</i> ? Who should that person be? | <p>Each district/school assigns a district/school administrator for the system. This person is responsible for registering teachers and schools, entering billing information, and providing support to teachers as they work on the system.</p> <p>The administrator generally is the technology coordinator, reading specialist, <i>DRA</i> "expert," or district coordinator.</p>  |
| 5. How does the district/school administrator register?   | <p>All <i>DRA</i> administrators MUST register online—even if they are sending or faxing their purchase orders (P.O.s) to PLG (which in itself does NOT constitute registering for <i>DRA Online</i>).</p> <p>The district/school administrator will register the school district/school at <a href="http://draonline.pearsonlearning.com">http://draonline.pearsonlearning.com</a>. If there is a district administrator, he or she will register the school administrator and schools.</p> <p>Self-registration requires PLG approval of a P.O. You self-register by clicking Register Here on the registration screen. Complete all information requested on the registration screen, and then click Submit.</p> <p>You will receive several emails throughout the registration process. Confirmation emails mean that your registration is pending approval by PLG, which can take up to 48 hours. Approval and Notification emails include the directions and link for you to immediately log in. You must click on the link within the email to activate the account.</p> |

<p><b>6.</b> How do I renew my <i>DRA OMS</i> contract?</p>	<p>Select Account Setup and then Contract Management from the Preferences Menu on the Primary Navigation Menu, or select Administration and then Contract Management on the Home Menu. Your contract expiration date will be noted. Complete the form, and click Submit Renewal.</p>
<p><b>7.</b> How do teachers register?</p>	<p>Teachers can be registered in two ways. The first option is to enter each teacher in the Register Teacher section of the District or School Administrator Access. Enter each teacher's first and last names, email address, and class size, and click Submit.</p> <p>The second way to register teachers is to upload a list of teachers identified by the district/school administrator, or a list extracted from the district's employee database can be used.</p> <p>Fields should include title, first name, last name, email address, school,* and number of students. (*Required if loading multiple schools at once.)</p> <p>The list or extract should be saved as a tab delimited file.</p> <p>Teachers should be notified that they will receive an email from PLG that they must read and click on the first link within the email to activate their accounts.</p> <p>Teachers will then receive the confirmation email called <i>DRA Online Management</i> Registration Notification with a link to set their login and password.</p>
<p><b>8.</b> How do I add a teacher after the teacher upload is done?</p>	<p>Enter the teacher in the Register Teacher section of the District or School Administrator Access. Enter the teacher's first and last names, email address, and class size, and click Submit.</p>
<p><b>9.</b> How do I delete a teacher from the registered teacher's list?</p>	<p>Find the teacher's name on the registered teacher's list. Go to the end of the row for that name, and select Delete. You will receive a warning message. Select Yes to delete the teacher.</p>
<p><b>10.</b> There was a typographical error in a teacher's name. How can I correct the error? Can the teacher correct the mistake?</p>	<p>If another teacher is replacing this teacher, first register the new teacher, transfer the students from the old teacher to the new teacher, and then delete the old teacher's name.</p> <p>Find the teacher's name on the registered teacher's list. Go to the end of the row for that name, and select Edit. The teacher's information will be repopulated in the data form at the top of the screen. Correct errors as necessary, and click Submit.</p> <p>If the teacher wants to correct the mistake, he or she should do so under the Preferences Menu on the Primary Navigation Menu or by selecting Administration within the Home Menu.</p>
<p><b>11.</b> What is a report analyst? How do they register?</p>	<p>A report analyst has view-only access to <i>DRA OMS</i> data. A report analyst can create and print reports, but he or she may not alter the original data.</p> <p>The district/school administrator can register report analysts from the Register Report Analyst section of the Home or User Management Menu.</p> <p>A person can also register as a report analyst from the Register Here section on the login screen at <a href="http://draonline.pearsonlearning.com">http://draonline.pearsonlearning.com</a></p> <p>Select Report Analyst from the list, and follow the directions on the screens.</p> <p>Report analysts will receive a Registration Notification email after being registered and/or approved by the administrator. They must click on the first link within the email, which will enable them to login immediately to <i>DRA Online</i>.</p>
<p><b>12.</b> Can a report analyst be registered at more than one school?</p>	<p>Yes, a report analyst can be registered to any school within the school district. During the registration process, he or she selects the institution(s) at which he or she would like to be registered. The district/school administrator must approve the registration(s) before he or she can access reports at the selected school(s).</p>

<p><b>13.</b> How should I manage my login and password?</p>	<p>You won't be able to access the program without your login and password. If this is the first time you are trying to log in, you must click on the first link within the Registration Notification email you received from PLG. This link contains a temporary login and password. You will be asked to change these to your personal login and password on the subsequent Change Personal Info and Change Password screens.</p> <p>If you wish to change any of your personal information or password after you have been using the program for a while, select Preferences from the Primary Navigation Menu or Administration from the Home Menu.</p>
<p><b>14.</b> What should I do if I forget my login or password?</p>	<p>If you forget your login and/or password, contact your district/school administrator immediately. He or she can either resend you the registration notification email or look up your information from his or her User Management Menu.</p> <p>If you only forgot your password, you can click on the Forgot My Password link in the left-hand corner of the Registration screen.</p>
<p><b>15.</b> When should I enter my class list? How do I register my students?</p>	<p>Your students must be registered prior to entering any assessments. Students can be registered in one of two ways:</p> <ul style="list-style-type: none"> <li>• Uploading student information</li> <li>• Entering manually student information</li> </ul> <p><b>Uploading student information:</b> The district/school administrator can upload lists of students submitted by teachers or can extract a list from the district's student database.</p> <p>Fields should include first name, last name, birth date, student I.D., grade level, and gender. If multiple schools and classrooms are uploaded at the same time, the school names and the teachers' first names and last names also must be included. There are additional demographic fields that may be required by the district.</p> <p>The list or extract should be saved as a tab delimited file.</p> <p><b>Entering manually student information:</b> Teachers can enter each student in the Register Student section of the Students and Assessments Menu. Enter the student's first name, last name, birth date, student I.D., grade, and gender. Click Submit to add the student to the roster.</p> <p>This process should be used if a student enters your classroom after the initial upload is completed.</p>
<p><b>16.</b> Can a student be registered to more than one teacher?</p>	<p>No, a student may be registered to only one teacher.</p>
<p><b>17.</b> Another staff member assesses my students. Should that person be registered on <i>DRA OMS</i>?</p>	<p>No, not as a teacher. Student data are attached to the homeroom teacher's account and can be registered only to one teacher. Therefore, it is not recommended that you transfer students in and out of your roster to allow another person to enter the data. If another person assesses your students, he or she will have to enter the data for those students within your account. You should log in and let the person enter the data rather than give that person your password.</p> <p>The person could also be registered as a report analyst, thereby having view-only access to the data and reports once the student assessment data is input.</p>
<p><b>18.</b> There was a typographical error in a student's name. How can I correct the error as the classroom teacher? Can the district/school administrator correct the error for me?</p>	<p>Find the student's name on your student roster. Go to the end of the row for that name, and select Edit. The student's information will be repopulated in the data form at the top of the screen. Correct errors as necessary, and click Submit Changes.</p> <p>The district/school administrator can also edit student information. He/she should select Student Search from the User Management Menu on the Primary Navigation Menu or from the Administration option within the Home Menu. To search for a student, enter information into the data fields and click Find Student(s). Correct errors as necessary on the subsequent form.</p>

<p><b>19.</b> I would like my class roster to be in alphabetical order by last name. Can the roster be rearranged?</p>	<p>Yes. To sort a column in the roster or any report (either in ascending or descending alpha/numeric order), click on the column's header (i.e., first row). An arrow appears in the column header (pointing up or down), indicating the sort is complete.</p>
<p><b>20.</b> What do I do when a student moves from my classroom?</p>	<p>Find the student's name on your student roster. Go to the end of the row for that name, and select Release. A new screen will appear. If you know the name of the new teacher and school, you can select that teacher's name from the drop-down list. If you do not know the exact name of the new teacher, select Release Student and Don't Transfer to Another Class from the drop-down menu. Click Accept.</p> <p>If you decide not to transfer this student, select Do Not Release this Student and click Accept.</p>
<p><b>21.</b> I inadvertently released a student. Can I retrieve that student and his or her records?</p>	<p>Yes. At the Register Students screen, enter in the student's first name, last name, student I.D., and birth date.</p> <p>You will receive a confirmation message saying: "Student successfully added. FYI - this student was already in the system."</p>
<p><b>22.</b> I tried to register a student, and I got a message saying the child was already registered to another teacher. What should I do?</p>	<p>If this child is moving into your classroom, you will have to notify the other teacher to release the student from his or her roster. The school name and that teacher's email should be included in the message. If you cannot reach the teacher, contact your district/school <i>DRA</i> administrator or the <i>DRA OMS</i> help desk.</p>
<p><b>23.</b> I am a classroom teacher. Do I need to release all of my students at the end of the school year?</p>	<p>As a teacher, you could release your students one by one, but this is not recommended. Your district/school administrator will release all the students at the end of the school year.</p>
<p><b>24.</b> I am the district administrator. When and how should I release all the students?</p>	<p>All students should be released at the end of the school year after all <i>DRA</i> assessment data has been submitted. The district administrator can do this in one of two ways:</p> <ul style="list-style-type: none"> <li>• Release Students</li> <li>• Student Mass Release</li> </ul> <p>The district should warn all teachers that they have until a certain date to enter <i>DRA</i> data into <i>DRA Online</i> because students will be released after said date.</p> <p>If you want to release all students in all schools or in specific schools, select Release Students from the Register Student option under the User Management Menu on the Primary Navigation Menu or from the Administration option within the Home Menu. Click Release Students.</p> <p>If you want to upload a list of students to be released from the district, select Student Mass Release from the Register Student option under the User Management Menu on the Primary Navigation Menu or from the Administration option within the Home Menu. Follow the onscreen instructions. The procedure and file format requirements are similar to those for the registration upload.</p>
<p><b>25.</b> I am the school administrator. When and how should I release all the students?</p>	<p>All students should be released at the end of the school year after all <i>DRA</i> assessment data has been submitted. If there is no district administrator, then you should perform this task. Teachers should be aware of the "Release" date so that they will have an opportunity to finish entering their <i>DRA</i> student data.</p> <p>If you want to release all students in your school, select Release Students from the Register Student option under the User Management Menu on the Primary Navigation Menu or from the Administration option within the Home Menu. Click Release Students.</p>

**26.** What does the Opt In/Opt Out Menu choice mean?

You can specify whether you want to receive newsletters, promotions, and product updates from Pearson Learning Group.

## **DRA Data Management**

**27.** As the district/school administrator, how can I monitor the teachers' use of *DRA OMS*?

You can monitor the teachers' use of *DRA OMS* by selecting the Completion Reports option found under the Reports Menu on either the Primary Navigation Menu or the Home Menu. This report details the number of students with complete assessments and results. The number of incomplete assessments is also noted. For those students who are not tested for a specific reason, teachers are still required to enter the assessment with a "Reason Not Tested" in order for the assessment to be considered complete.

**28.** How many assessments can I enter in one school year?

The district/school administrator should determine the number of assessments to be given in one school year. Up to four assessments can be entered online in one school year. The administrator will set—and most likely lock—the assessment periods.

**29.** I began entering a student's assessment and noticed there were two types of assessments listed. What is the EDL assessment?

The EDL assessment is the Spanish version of the K–3 level assessment kit.

**30.** I entered in a student's assessment data, but it does not appear on the reports. What happened?

An assessment must be submitted before it will appear on the reports. If you entered in data and selected Save and Close, the data was saved, but the assessment was not submitted. The report will appear as an Incomplete assessment on the Class List Report. You must enter Continuum data and select Submit Assessment before it is considered complete.

**31.** I incorrectly entered in a student's assessment data. How can I correct the error?

If the error was made in the first part of the Continuum, click on Here to modify the values. If the assessment has already been submitted and you want to change your answers, you must edit or delete the incorrect assessment.

Go to the Complete Continuum option, and enter in the exact description of the incorrect assessment. This includes the assessment type, student, assessment period, school year, and reading level. At the next screen, select the desired option and make the necessary changes.

**32.** Do I have to complete the entire assessment including the Focus for Instruction section before I can submit the assessment?

Depending on the level of the *DRA* assessment being used, you must complete at least the first two screens of the Continuum before the option to submit the assessment appears.

**33.** Another staff member who is not registered on *DRA OMS* as a teacher assesses some my students. How should the assessment data be entered?

If another person assesses your students, it is recommended that he or she enter the data for those students within your account. You should log in and let the person enter the data rather than give that person your password.

The person could also be registered as a report analyst, thereby having view-only access to the data and reports once the student assessment data is input.

**34.** One of my students scored below the district's benchmark. Should I retest him?

If the student is reading below the benchmark, you will receive a warning message such as: "Please note that Patrick Smith is reading below the designated benchmark for this assessment period. It is recommended that you complete a *DRA Word Analysis* assessment to effectively plan instruction for this student."

If your district is not using the *DRA Word Analysis*, then you should consider reassessing the student at the next lowest level.

<b>35.</b> How can I gain access to my students' data? Can other teachers gain access to my students' data?	<p>You always have access to the data either through the Continuum or through the Report Menu. The classroom teacher to whom the students are assigned owns the data. He or she is the only one who can modify the data.</p> <p>Other teachers cannot see your students' data unless they have been registered and approved as a report analyst. In this case, they can see your students' data using the Reports Menu, but they cannot alter it in any way.</p>
<b>36.</b> How should I monitor my students' reading progress?	<p>You can monitor your students' reading progress by viewing Class List/Student Reports. This option is found under the Reports Menu on either the Primary Navigation Menu or the Home Menu. The report provides a list of students with summaries and links to individual student reports.</p>
<b>37.</b> How can I monitor my class as a whole?	<p>You can monitor your class's reading progress by viewing the Students per Reading Level or Students per Reading Stage Reports. These options are found under the Reports Menu on either the Primary Navigation Menu or the Home Menu. These reports display the distribution of students at different reading levels and stages.</p>
<b>38.</b> I only want to see <i>DRA</i> data for specific groups of students. Do I have to extrapolate the data from the Class Reports?	<p>No, you can create reports for specific groups of students using the Student Groups option that is found under the Reports Menu. You can select certain students from your Class List, then group them together for reporting purposes under a specific and recognizable name (e.g., Title I) saving the group in your account for the purpose of generating specific reports.</p>
<b>39.</b> Can the district/school administrators create specific student groups? What about report analysts?	<p>All users can cluster students and save them as a group, increasing users' reporting and instructional management capabilities. Users can run reports based upon all students in their account, one group of students, or a comparison between groups.</p> <p>All <i>DRA Online</i> managers and report analysts can filter which students or groups of students should be grouped together by checking them off from a list.</p> <p>As district/school <i>DRA Online</i> administrators and multi-institution report analysts work in more than one institution, they can filter students based upon institutions they select.</p>
<b>40.</b> Can I enter <i>DRA</i> data from previous years?	<p>Yes. Under Complete Continuum, select the appropriate school year from the drop-down menu and then continue entering data as usual.</p>
<b>41.</b> Can I retrieve reports that were entered in previous years by other teachers?	<p>Yes. From the Class List/Student Report Menu, click on the name of the desired student. A listing of all his or her completed assessments will appear. Click on the desired assessment to see the complete assessment results.</p>
<b>42.</b> How can I use the <i>DRA OMS</i> to make decisions about reading instruction?	<p>You can create reports for specific reading skills using Focus for Instruction reports found under the Report Menu. Use this report option when you want to have lists of each instructional strategy and the students that will be using each strategy.</p> <p>It is recommended you run this report after you have updated all student assessments.</p>
<b>43.</b> Can I print <i>DRA OMS</i> reports?	<p>Yes, but make sure your Internet browser is set to print background colors and images.</p> <p>Some reports have a Printer Friendly link directly on the screen.</p>

<p><b>44.</b> Do I have to use the <i>Word Analysis</i> options listed on the Home and Primary Navigation Report Menus?</p>	<p>No. You should use these options only if your district/school has opted to use the <i>DRA Word Analysis</i> diagnostic assessment.</p>
<p><b>45.</b> Do I have to use the Book Search option?</p>	<p>No, but it can help you locate leveled books to use once you have determined the <i>DRA</i> levels for your students.</p>